



## **CAREER OPPORTUNITY**

### **U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)**

**ANNOUNCEMENT NUMBER:** FRA-05-26R  
**POSITION TITLE:** Information Technology Specialist  
GS-2210-13  
GS-13: \$74,782 to \$97,213 per annum  
Full Performance Level: GS-13  
Note: This position has special job requirements.  
See page 3.

**POSITION LOCATION:** Federal Railroad Administration  
Office of Safety  
Office of Safety Analysis  
Washington, DC

**AREA OF CONSIDERATION:** FRA WIDE (FRA status candidates and FRA candidates eligible for special appointing authorities may apply. Candidates eligible for consideration under the Career Transition Assistance also may apply.)

**OPENING DATE:** 03-16-05

**CLOSING DATE:** 04-06-05

**NUMBER AND TYPE OF** One Full-Time Permanent Position

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

#### **DOT is an Equal Opportunity Employer**

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

**Why Work For Us?** Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who works day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

**Summary Of The Essential Job Functions** As an Information Technology Specialist, you will be required to:

- Serve as the Office of Safety project coordinator for the Regional Information Technology Specialists in the regional offices.
- Serve as Software Administrator for SAS Internet and PC SES; oversee licensing, installation and upgrades on servers and PCs.
- Function as liaison between the Office of Safety and Office of Information Technology to facilitate resolution of technical issues between the two offices.
- Responsible for the development, coordination, promulgation of Office of Safety information technology directives, hardware and software purchases, policies and procedures related to information security, business re-engineering, functional processes, improvement, technical architecture, data standardization and information management.
- Provide special assistance to the Staff Director on presentations and special software projects.
- Responsible for coordinating and incorporating emerging technologies into the information technology architectures including business case analysis and life cycle management to determine the most cost effective means of acquiring and utilizing system software and hardware and contracting for outside services.
- Conduct Office of Safety IT operations and support initiatives, including operation of the Office of Safety secure site.
- Serve as project manager for the Office of Safety High-Speed Access reimbursement program.
- Develop reports on the status of projects for which responsible.

**What Are The Minimum Qualifications For This Position?**

You must have at least one year of specialized experience in or directly related to the essential job functions described above. For Federal employees this experience must have been at the next lower grade level. If you want us to consider experience you obtained outside the Federal Government, it must have been at that same level of complexity. The specialized experience must demonstrate:

- Demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled.
- Ability to analyze a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project.

### **What Are The Required Knowledge, Skills And Abilities For This Job?**

- Knowledge and understanding of the LAN/WAN System technical hardware and software components and issues for problem solving.
- Ability to work with computer specialists, contractors, regional IT specialists and other users in field locations.
- Knowledge of the FRA Enterprise Architecture.
- Skill in advanced IT principles, concepts, methods and standards, including the U.S. Government laws and regulations as they relate to IT and e-government.

### **How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?**

If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed above. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

**What Employee Benefits Do We Provide?** The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. This is a permanent position and you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at [www.usajobs.opm.gov/El61.htm](http://www.usajobs.opm.gov/El61.htm).

### **Before You Go Any Further, Here Are Some Other Things You Need to Know**

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Applicants must meet the qualification requirements and time-in-grade requirements by the closing date of the announcement.
- If an FRA employee is selected, moving, travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position that has significantly different duties from that of this position vacancy. If a candidate outside FRA is selected, moving, travel and transportation expenses will not be paid.

- The FRA has determined that seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. If new employees are permitted to retain such rights, the rights must be divested at the end of the one year probationary period. No waivers of this requirement will be granted.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.

### **How To Apply For This Position**

- You must submit your current SF-171 (Application for Federal Employment), Resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.” Please be sure to indicate what grade level(s) you are applying for and the duty location.
- For maximum consideration, tell us how you meet the "Knowledge, Skills and Abilities (KSAs)" for this position. The KSAs for this position are found above.
- You will need to submit a complete performance appraisal. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure.
- To be considered for selection priority under the Career Transition Assistance Program (CTAP), you must submit appropriate certification that you are eligible. In addition, you must be determined to be well-qualified for the position. **Well-qualified applicant:** An eligible applicant who meets all qualifications, standards, and eligibility requirements for the position, including medical qualifications; minimum educational and experience requirements; selective placement factors; knowledge, skills, and abilities (KSAs); quality ranking factors; and any other special qualifying conditions, and is able to satisfactorily perform the duties of the position upon entry.

### **Where To Send Your Application**

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, NW., 6<sup>th</sup> Floor, Washington, DC 20590.
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is (202) 493-6169. We will not accept applications faxed from a Federal Government fax machine.
- ALL applications must be in our office or postmarked by the closing date of the announcement.

- Applications mailed in a Government envelope will not be accepted.

## HERE'S WHAT YOUR APPLICATION MUST CONTAIN

### JOB INFORMATION

- Announcement number and title of the position

### PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference  
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

### EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

### WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

### OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

**Privacy Act Requirements:** The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

## Questions?

Call Renee Clark at (202) 493-6117 or TDD (202) 493-6487 or 6488, or email at [renee.clark@fra.dot.gov](mailto:renee.clark@fra.dot.gov). Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, impedimento fisico o edad.

**ALTERNATIVE FORMATS:** If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at [marcie.mullins@fra.dot.gov](mailto:marcie.mullins@fra.dot.gov), on (202) 493-6114 or at the TDD number (202) 493-6487 or 6488.

**REASONABLE ACCOMMODATION:** If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.